

27 March 1984

MEMORANDUM FOR: Executive Director/DDA

FROM:

[redacted]  
Deputy Director of Training and Education

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SUBJECT: Career Opportunities for Women

REFERENCE: DDA 84-0759/1

1. The Executive Director's request provided an opportunity for a most useful exchange of ideas and opinions which went a bit beyond the basic request. The discussion group included ten articulate, thoughtful women with different perspectives and some decidedly different notions about dealing with this issue. Any attempt at summary is a bit dangerous but the sense of the session was that women need and want opportunities to be involved; they are anxious to assume more responsibility and to play meaningful management roles in the Agency. In making assignments, Agency managers should be less concerned about the "rightness" of the opportunity and the possibility of failure, and more intent on moving qualified women into these positions when the opening comes.

2. Some specific suggestions generated during the meeting included:

- Conduct consciousness raising sessions at the component level focusing on such subjects as:
  - o statistics on the assignments and grades of Agency women and the implications thereof
  - o ways to alleviate internal and external barriers to women in managerial roles
- Give women the opportunity to perform in senior jobs that are temporarily open in order to provide visibility and/or experience.
- Include material on this issue in appropriate training courses and develop seminars for mixed groups in order to sensitize both men and women to their feelings about women in managerial positions.

Sent by

[redacted]  
via AIM on 27 March 1984.

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